

# Instructions

An application for pardon does not guarantee that a pardon will be granted. An applicant for Pardon should understand that the process will take several months, even a year or more in some instances.

The Parole Board will review all applications. After the Parole Board makes the review and recommendation, you will be notified. Please, do not call the Parole Board concerning results.

The Governor relies on the recommendation of the Parole Board and will not review any application that has not been first reviewed by the Parole Board. **The Governor does not review files taken out of order.** There is no appeal process for Pardons. If the Governor denies the application, that decision is final.

Follow all instructions and answer all questions truthfully.

**Incorrect information will be grounds for return of your application.**

## NEW APPLICANTS

If you have never filed a Pardon Application before, attach these certified documents to the application:

1. Judgment and Commitment Order (get from the Circuit Clerks Office if Felony Charge –or– from the District Clerk’s office if misdemeanor)
2. Information sheet and probable cause affidavit from clerk
3. Narrative report from arresting agency (City Police, Sheriff or State Police)
4. If record is sealed, include Order to Seal (get from court clerk)

## OLD APPLICANTS

Because you have previously filed for a Pardon, all necessary paperwork is still in your file at the Parole Board. Fill out the application, have it notarized and return it to the Parole Board at the address below. DO NOT resubmit attachments sent before (# 1 – 4 above). Only submit NEW information to support your file.

If you have convictions NOT previously requested, you must furnish the following:

1. Judgment and commitment order
2. Information sheet or probable cause affidavit
3. Narrative report from arresting agency (City Police, Sheriff or State Police)

**Return all applications to:**  
**DCC Institutional Release Services (IRS)**  
**Pardon Department**  
**2801 S. Olive St., Suite 6-D**  
**Pine Bluff, AR 71601**

\* If your address or contact information changes for any reason during the application process, please update your information by contacting 870-543-1033.

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# Pardon Application

Institutional Release Services--Pardon Department

2801 S. Olive St., Suite 6-D

Pine Bluff, AR. 71603

870-543-1033 // 870-879-6725 fax

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

City \_\_\_\_\_ ADC# \_\_\_\_\_ PID# \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ SS# \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

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I am requesting the following (Check Only One)

\_\_\_\_\_ Pardon (with firearm rights restored)

\_\_\_\_\_ Pardon (without firearm rights restored)

\_\_\_\_\_ Restoration of Firearms Only\* -- crime must be 8 years old and no weapons involved

\*And page 8 also must be filled out by Sheriff in county where you reside and notarized

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## Checklist for Applicant's Use

Please make sure all information listed below is attached to application

1. \_\_\_\_\_ First time applicant      Yes \_\_\_\_\_ No \_\_\_\_\_  
    Date of previous application \_\_\_\_\_
2. \_\_\_\_\_ Entirely completed, signed, dated and notarized application
3. \_\_\_\_\_ Judgment Orders for each conviction to be considered
4. \_\_\_\_\_ **Letters of recommendation:** (include current address and daytime phone #'s)
  - i. Family
  - ii. Friends
  - iii. Minister (if applicable)
  - iv. Present or former employers
  - v. Other reputable persons in the community who may desire to testify to the moral character and good behavior of the applicant.
6. \_\_\_\_\_ Letter of Personal Plea

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1. Give full name under which you were convicted and any alias names you may have used:

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2. You must list below, ALL CRIMES FOR WHICH YOU WISH TO BE PARDONED!  
(Attach separate sheet if necessary to include all convictions to be considered)

**(fill out completely and attach Judgment OR Commitment Orders (or docket sheets) for each crime listed)**

Crime	County of conviction	Date	Court Docket #	Sentence

3. Have you completely discharged from your sentence? YES \_\_\_\_\_ NO \_\_\_\_\_  
4. Are you on probation or suspended sentence? \_\_\_\_\_  
5. Was any restitution ordered in any of the convictions Yes \_\_\_\_\_ No \_\_\_\_\_  
6. Have all fines, fees, court costs and restitution been paid in full? If Yes—attach receipts  
If you still owe restitution, cost(s) and/or fine(s) for any convictions, please list the persons or entity to which the debt is owed and the outstanding amount still owed.

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7. Were there victims in your crimes? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes answer the following questions;

- a. Did you know the victim? \_\_\_\_\_  
b. If yes, what was the relationship? \_\_\_\_\_  
c. Was the victim injured? \_\_\_\_\_  
d. Age of the Victim \_\_\_\_\_  
e. Was the victim law enforcement or public official? \_\_\_\_\_  
f. Was there more than one (1) victim? \_\_\_\_\_

8. Were other persons involved in the crimes listed above? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list the names of your accomplices and what, if any, sentences they received

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9. Concerning the facts of the crimes, briefly explain what happened in each case.  
(Attach a separate sheet if necessary)

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10. Explain the reason why you think the Governor should grant to you the relief requested.  
(Attach a separate sheet if necessary)

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11. Describe what you have done to demonstrate your rehabilitation-Community programs, volunteer work, furthering education, speaking engagements, mentoring to others, etc.  
(Attach a separate sheet if necessary)

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12. Are you a SEX OFFENDER who is currently required to register by law? Yes\_\_\_\_ No \_\_\_\_  
(If your answer is yes, answer the following questions)  
>. Has your registration been kept current since its requirement? \_\_\_\_\_  
>. If no, explain why not \_\_\_\_\_

**You must submit your most recent risk assessment with this application.** This may be obtained from your local sheriff's office)

13. List all other crimes **not listed before**, even out of state crimes, traffic violations, misdemeanors, etc. that you **DO NOT WISH TO BE CONSIDERED FOR PARDON**

Crime	County of conviction	Date	Court Docket #	Sentence

## PERSONAL BACKGROUND

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1. Are you:

Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

Full name of spouse \_\_\_\_\_

When were you married \_\_\_\_\_

Where were you married \_\_\_\_\_

2. Previous marriages: list the following information;

Name of Spouse      Date of Marriage      Date marriage ended      Reason (divorce/death, etc.)


3. Children \_\_\_\_\_ How many? \_\_\_\_\_

Name                                      AGE                                      Address


4. Have you ever served in the Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what branch? \_\_\_\_\_

5. What type of discharge did you receive? Honorable \_\_\_\_\_ Dishonorable \_\_\_\_\_

Medical \_\_\_\_\_ Other \_\_\_\_\_

## EDUCATIONAL BACKGROUND

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School	Address	Dates of Attendance	Highest grade completed & Degrees

## EMPLOYMENT BACKGROUND

### 1. Please provide the following information about your current job:

Name of employer \_\_\_\_\_

Employer's address \_\_\_\_\_

When were you hired \_\_\_\_\_

Give a brief description of your job duties:

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### 2. If you are currently unemployed, but on disability, please explain how you became disabled.

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For previous jobs you have held, list the following information

Dates		Employer	Address & Current Phone
From	To		

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**By signing and submitting this application, I hereby swear and affirm that the information provided is true and accurate to the best of my knowledge and I hereby waive any state or federal privacy protections or other privileges to the extent allowable by law;  
I understand that incorrect information provided by me will be grounds for IMMEDIATE DENIAL!**

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Applicant's Signature

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Date of Application

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My Commission expires:: \_\_\_\_\_

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Notary Public

# Certificate to Obtain Information

To be filled out by the Clerk in the County of Conviction  
In the Court of Conviction (Circuit Court of District Court)

I, \_\_\_\_\_ Circuit Clerk or District Clerk of \_\_\_\_\_ County  
Have been approached by \_\_\_\_\_ (applicant's name) in an attempt to  
obtain a certified copy of his or her commitment orders for the purpose of applying for a  
Governor's Pardon. After a good faith effort, a copy of these records cannot be furnished for the  
following reason:

\_\_\_\_\_ Case too old, documents have been destroyed

\_\_\_\_\_ A copy has been diligently searched for and cannot be found

\_\_\_\_\_ Court House burnt and record was destroyed (year of \_\_\_\_\_)

\_\_\_\_\_ Record has been Sealed

(if applicant applies in person, sealed record must be supplied to them)

\*\*\*\*\* Statute 16-90-903\*\*\*\*\*

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\_\_\_\_\_  
Circuit Clerk/ Deputy Clerk / District Clerk

\_\_\_\_\_  
County Seal

**COMPLETE THIS PAGE  
IN ADDITION TO THE APPLICATION  
IF APPLYING FOR**

**\*\*\*\*\*RESTORATION OF FIREARM RIGHTS ONLY\*\*\*\*\***

Recommendation of Chief Law Enforcement Officer in County of Residence

I, \_\_\_\_\_, hereby recommend  
(applicant) \_\_\_\_\_ for the restoration of his/her right to own or  
possess firearms and certify that he/she is of good standing and is deserving of this restoration of  
firearm rights. In Accordance with Arkansas Code Annotated ~5-73-103, I confirm that the crime  
occurred more than eight (8) years ago and no weapon was involved in the commission of the  
crime. This person currently resides at \_\_\_\_\_ which is  
within my jurisdiction and has lived within my jurisdiction since \_\_\_\_\_.

Sheriff \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

\_\_\_\_\_



**Executive Clemency  
Arkansas**

**Applications should not be submitted from probationers or parolees who have not fully discharged their sentence. If there is still probation or parole time left on a sentence, pardons have not typically been granted.**

**Process:**

1. To apply, fill out and return application to parole services as listed on the application.  
\*Please note that inmates must request applications from and return them to their institutional parole officer.
2. Include letters of support or recommendation.
3. The Parole Board will place the application on its agenda and make a non-binding recommendation to the Governor.
4. Once the Parole Board makes its recommendation, the Board will notify the applicant and post the results on its website.
5. The Parole Board will forward the full application to the Governor's office approximately 30 days from the listing on the website.
6. Once the application is received in the Governor's office, he has 240 days for consultation, recommendation, and final decision to be made.
7. Appointment may be made with the Governor's Legal Counsel for Clemency and Corrections once the application has reached the Governor's office.
8. The Governor's decision is a final decision.

**Outcomes:**

There are several possible outcomes when application is made.

1. The Governor may take no action on an application. In this case, the applicant may re-apply on his/her own time frame. The applicant is not barred from re-application for any statutory amount of time.
2. The Governor may deny the application.  
This will result in two outcomes:
  1. Most applicants will be denied for 4 years from the date of application.
  2. Inmates with a sentence of life in prison without parole will be denied for 6 years from the date of denial
  3. Inmates with a sentence of life in prison without parole for capital murder will be denied for 8 years from the date of the denial.These are statutorily set denial periods.

3. The Governor may issue a notice of intent to grant a pardon or commutation. This will trigger a 30 day waiting period for public comment and provide public notice that a clemency action is pending.

At the end of the 30 day waiting period, a proclamation may be issued granting the pardon or commutation.

Issuance of a notice of intent is not an automatic grant. If for any reason, information is received during the 30 day waiting period that is negative, the Governor can choose to not grant the pardon or commutation.

### **Restoration:**

If an applicant is granted a pardon, he or she may have all their rights restored. If the applicant has felony convictions, the pardon may restore the right to bear arms. If the applicant has a misdemeanor conviction, with the exception of domestic battery convictions, there was never a loss of the second amendment rights.

If an applicant is granted a commutation, the time required to be served in the Department of Corrections will be shortened. This is not a full pardon and does not restore rights that have been lost. For full restoration, a full pardon must be asked for at a future date.

### **Contact with the Governor's office:**

Jenny Wilkinson  
Legal Counsel for Clemency and Corrections  
State Capitol Room 011  
Little Rock, AR 72201  
501-683-6447